



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Senior Source Control Inspector
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GENERAL PURPOSE

Under direction, leads, oversees and participates in the work of staff responsible for inspecting wastewater processes to ensure users are in compliance with mandated requirements; evaluates sources for their impact on wastewater treatment facilities; develops, implements and maintains program documentation and databases; leads special projects as assigned to meet Source Control's mission; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level classification in the Source Control Inspector series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective service delivery in assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

This class is distinguished from the Source Control Manager in that the latter is a management classification responsible for planning, organizing, reviewing, and evaluating the staff and operations of the District's Source Control Inspection Program.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Source Control Manager. Exercises technical and functional direction over and provides training to lower-level staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans, schedules, leads and participates in the work of staff responsible for conducting inspections and monitoring commercial and industrial businesses, including the most complex dischargers, to ensure compliance with District and regulatory requirements; prepares court-admissible documentation of all inspection activities.
- Ensures that assigned staff are trained in proper work procedures and in safety requirements.
- Regulates the discharge of storm-water to sewer; consults with wastewater reclamation facility personnel concerning impacts of commercial and industrial discharges on the operating efficiencies, operating costs and discharge compliance of wastewater reclamation facilities.
- Designs, develops, recommends and coordinates various elements of the Source Control Program; recommends the adoption of policies and ordinance provisions.
- Checks plans, specifications and documentation of new businesses, including the most complex, for conformance with District regulations and standards and federal pretreatment requirements as stated When Assigned to Plan Review; communicates requirements for pretreatment and monitoring equipment to businesses; performs onsite inspections to ensure compliance with approved plans for pretreatment systems and monitoring stations.
- Plans, organizes and coordinates various special projects on sewer collection systems and operational issues; performs project duties such as research, analysis, technical report writing and data management; projects include, but are not limited to, flow monitoring, industrial pollution prevention, residential source control, local limits, sampling quality assurance and quality control, and related types of projects.
- Evaluates the most complex waste discharge application documentation and prepares Permit Fact Sheets; application elements include effluent limitations, monitoring requirements, reporting requirements and special conditions; recommends proper control mechanisms; revises control mechanisms as needed to comply with changes in federal, state and local regulations.
- Coordinates and schedules a variety of tasks including, but not limited to, sewer sanitary overflow call outs and a diverse range of sampling events.
- Coordinates District programs with other public agencies that discharge into the District's wastewater collection system; schedules and coordinates activities with customers and other District personnel.
- Researches, assembles, integrates and analyzes information pertaining to various pretreatment and compliance issues; updates, manipulates and maintains databases, providing synthesis of available information; prepares comprehensive technical and policy-oriented reports.

- Represents the District's interest at workshops and seminars and to committees and outside organizations.
- Performs calibration, cleaning, and routine maintenance on equipment as needed.
- Coordinates and oversees the permit requirements for Confined Space-Entry as needed.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

When Assigned to Plan Review:

- Coordinates and oversees Commercial User Waste Discharge Applications and assesses pretreatment requirements or issues needing to be resolved.
- Oversees the review and interpretation of plumbing drawings, plans and specifications for compliance with District standards and pretreatment requirements; if pretreatment is required, evaluates the project for the proper size and type of equipment; works directly with submitting customer for any changes required to the application.
- Coordinates plan check phases with the Development Services department, as well as external agencies impacted by providing document comments and application approval; assigns plan check inspections to Source Control Inspectors for their field observation to develop document comments and for plan verification justifying application approvals.
- Responsible for overall data input within the database utilized by Source Control and trains staff on proper input and data extraction of the database.
- Coordinates and represents the District at pre-construction meetings with contractors and developers to ensure they understand the District's pretreatment installation and inspection requirements.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Permit processing rules, regulations, policies and procedures.
- Federal, state and local laws, regulations applicable to assigned areas of responsibility.
- Manufacturing processes as sources of industrial waste and their effects on wastewater treatment processes.
- Methods and techniques of conducting comprehensive source control inspections.

- Methods and materials used in wastewater system construction and maintenance.
- Categorical pretreatment standards.
- Operational aspects of pretreatment and wastewater treatment systems and processes.
- Principles and practices of complex record keeping.
- Principles and practices of sample preservation, sample handling, and ensuring chain of custody.
- Methods and techniques of preparing technical reports and business documentation.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Perform the most complicated and difficult source control inspections.
- Review requests and process permits in accordance with established guidelines and regulations.
- Read and interpret plumbing blueprints, drawings, specifications and technical manuals.
- Identify safety hazards or unsafe working conditions and ensure assigned staff comply with established safety practices and rules.
- Prepare clear and concise records, reports, correspondence and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Three (3) years of progressively responsible professional experience supporting a source control or industrial waste inspection program.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in chemistry, environmental science, engineering or a related field.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Grade III CWEA Environmental Compliance Inspector Certificate is desired.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; possible entry into confined spaces and the use of confined entry equipment; vision to inspect site conditions and work in progress; color vision to identify hazards during inspections, dye testing industries and water color issues. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site

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locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Senior Source Control Inspector. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____